

# **PROPERTY OWNER CONTACT FORM**

Municipality: Town of Acton      Project Number: 604531

Project Name: Assabet River Rail Trail

Property Owner: Ross W. Israel and Christine Israel - Dwyer

Property Address: 90 Martin Street

Easement Number(s):

Deed:      **Book/Page** 65971 / 206

1. First Contact:

Date: 5/22/15

Method of Contact:    Delivery Service

Remarks:

Mailed via US Priority Mail with UPSP Tracking on 5/22/15, delivery on 5/23/15. Letter explained the easement acquisition process and offering appraisal site visit. Attachments including the Federal Aid Acquisition Guide for Property Owners, Appraiser's Affidavit and corresponding plan sheet.

## **2. Second Contact**

Date: 5/29/15

Method of Contact:    Phone X

Remarks: Followed up with phone call on 5/29/15. Left Voice Message with Ross to discuss his availability for a appraisal site visit.

## **3. Third Contact**

Date: 6/01/15

Method of Contact:    Email

Remarks: Emailed 06/01/15 to schedule appraisal visit.

## **4. Fourth Contact**

Date: 6/08/15

Method of Contact:    Email

Remarks: Email correspondence between Ross on 06/08/15. Scheduled site appraisal visit for 6/09/15 at 1PM.

## **5. Fifth Contact**

Date: 7/08/15

Method of Contact:    Certified Mail

Remarks: Mailed Written Offer and letter notifying the property owners of the Selectmen's meeting on 8/11/15 to accept the easements. Additional attachment included were: Federal Aid Acquisition Guide for Property Owners, Review Appraisal Report and Just Compensation Report, Draft Temporary Easement Agreement, Donation Certificate and Plan Sheet.

**6. Sixth Contact**

Date: 7/20/15

Method of Contact: Phone

Remarks: Spoke with Ross to follow up on easement agreement. He will call back later in the week.

**7. Seventh Contact**

Date: 7/30/15

Method of Contact: Email

Remarks: Emailed Ross to followed up on easement agreement.

**8. Eighth Contact**

Date: 8/06/15

Method of Contact: Phone

Remarks: Spoke with Ross who said he would bring in a signed copy the next day.

**9. Ninth Contact**

Date: 8/07/15

Method of Contact: In person

Remarks: Ross dropped off signed easement agreement to the Town Hall Planning Department.

**9. Tenth Contact**

Date: 8/26/15

Method of Contact: Certified Mail

Remarks: Mailed Just Compensation.